



**MINUTES OF THE BOARD OF TRUSTEES MEETING**

**July 20, 2021**

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, July 20, 2021 via Zoom meetings.

Present were:

**MEMBERS**

Ms. Lara Hemingway, Chair of the Board  
Mr. Casey Linane-Booey, IV, Vice Chair of the Board  
Mr. Nathan Smith  
Mr. Jim Kershner  
Ms. Mary Starkey

**COUNCIL LIASION**

Ms. Kate Burke

**LIBRARY DIRECTOR**

Mr. Andrew Chanse

**CALL TO ORDER**

The meeting was called to order at 4:30pm by Ms. Hemingway.

**VISITORS**

Skyler Noble  
Penny Brown  
Nicole Edwards  
Matt Walker  
Paul Chapin  
Alan Wagner  
Tara Neumann  
Caris O'Malley  
Natalie Hilderbrand  
Sally Chilson  
Katie Rickard  
Jason Johnson  
Eva Silverstone  
Shiloh Deitz

**CHANGES TO THE AGENDA**

None

**APPROVAL OF JUNE 15, 2021 MEETING MINUTES**

Ms. Starkey moved to approve the motion. Mr. Kershner seconded the motion. The motion passed unanimously.

### **APPROVAL OF JUNE 2021 BILLS AND CONTRIBUTIONS**

Mr. Kershner moved to approve the motion. Ms. Starkey seconded the motion. The motion passed unanimously.

### **FINANCIAL UPDATE**

Ms. Edwards reported on cash and investments trends. The expenditure trend was discussed with payments expended toward Folio and the City RFID loan payment, with the next RFID loan payment happening in December. Total payments were \$748,701. In Business Office news, the City Internal Auditor provided a surprise audit in May of petty cash. They reported that no exceptions were found. Everything is operating efficiently. No further questions.

### **BOND CONSTRUCTION PROJECT UPDATE**

Ms. Brown explained we are halfway into the five-year period for use of the capital bond funds, and we are currently expending between \$4 million and \$5 million a month. Shadle Park, Liberty Park, and The Hive™ met substantial completion dates and they will move from builder's risk insurance policy to Hanover policy. This also starts the warranty periods. Shawn Parks completed the installation of his art at Liberty Park. Spokane Arts Fund asked us to revise his contract due to higher fabrication and freight costs. One amendment was signed under special signing authority for McKinstry – this amendment added phase two projects to the existing contract. An amendment to the Spokane Arts contract is pending. There are 19 artists, representing 32 portable art works that Spokane Arts will be paying for. A single bill will be presented to the Library for payment. Ms. Silverstone presented on public art. Mr. Kershner asked if Garric Simonsen's piece is a culmination of details. Ms. Silverstone mentioned his family has been in this area for over 100 years and his art deals with his family history. No further questions.

Mr. Walker shared we are in the project closeout phase for four of the Phase one projects, which McKinstry assisted with. All projects have punch lists assembled and will have a back check completed by the end of the month. Some furniture has shown up. Ms. Hemingway asked if the roof work at Central was delayed due to heat and what temperature halts construction. Mr. Walker said a specific number wasn't noted but he thinks roof work will continue when it hits the mid-80s crews. No further questions.

### **QUARTERLY PERFORMANCE REPORT**

Ms. Deitz shared her system-wide report for the quarter. Mr. Kershner asked if physical gate count is increasing to typical numbers. Ms. Deitz reported it is still low. Ms. Hemingway asked if there is only two weeks of data to report for gatecount since we opened fully at the beginning of July. Ms. Deitz said next quarter will show more reliable numbers. No further questions.

### **CHAIRMAN'S REPORT**

None

### **EXECUTIVE DIRECTOR'S REPORT**

Mr. Chanse shared we expanded service to 100 percent capacity July 6. We will not host in-library events until at least September. We require masks for unvaccinated individuals, although we do not ask for proof. Curbside accommodations are still available. We hosted cooling facilities during the extreme heat wave Spokane experienced and staff accommodated this need while working overtime. We are offering a Storytime in partnership with Riverfront Park. There is an emerging partnership with Spokane Public Schools, specifically at Shaw and Glover Middle Schools, in which we will get involved in their collection development and maintenance. This should prove to be a next great step in developing our partnership.

Colin Stuart was the STAR employee in June. Jeff Benefield retired after 39 years. Mr. Chanse gave a presentation to Council about what our budget needs will be for 2022. They encouraged the Library to move forward with increased access and hours. Mr. Kershner asked if increased access meant Saturday and Sunday hours. Mr. Chanse confirmed and explained what our hours are currently. No further questions.

### **COUNCIL LIASION REPORT**

None

### **COMMUNICATIONS REPORT**

Ms. Noble provided an overview of Communications for the month of June with highlights including opening Communico to accommodate meeting room bookings, construction highlights, STA Summer Passes, and Summer Reading. No further questions.

### **NEW BUSINESS**

#### **13a. Capital Bond Fund #3365 – Signage, Wayfinding and Experiential Graphics – Penny Brown**

Ms. Brown asked the board to increase the previously approved “not to exceed” amount of \$1,000,000 to \$1,100,000 to cover future and pending change orders for Phase 1 and Phase 2 projects. Funding will come from the existing contingency budgets. Mr. Kershner asked if we underestimated how much this would cost. Ms. Brown said “no”, but things are subject to change during construction. Ms. Starkey moved to approve the motion. Mr. Smith seconded the motion. The motion passed unanimously.

#### **13b.: Capital Bond Fund #3365 – Central Library Studio and Video Lab Equipment – Jason Johnson**

Mr. Johnson highlighted Central Library’s needs for sound and video equipment and asked for board approval to proceed with the procurement and purchase of the owner furnished studio and video lab equipment for the Central Branch in an amount not to exceed \$274,000. Ms. Starkey asked who put the list of needs together. Mr. Johnson said Andy Rumsey, Music Education Specialist, and Ryan Tucker, Video Production Specialist. Mr. Kershner asked why these totals weren’t in the budget initially. Mr. Chanse answered it was a calculated risk and we thought there would be other alternatives for procuring these items such as through interest earnings. Mr. Smith moved to approve the motion. Ms. Starkey seconded the motion. The motion passed unanimously.

**13c.: Fund #1300 Operations – Security Guard Services Agreement – Nicole Edwards**

Ms. Edwards highlighted the background of this item and shared Securitas Security Services was chosen to contract security services. We request board approval to execute a contract for security services with Securitas Security Services USA, Inc. to commence upon execution and to run through December 31st, 2022, with the option to extend the services on an annual basis for up to three years. Mr. Kershner asked if this is the same company we used before. Ms. Edwards said it is not. Ms. Starkey asked if guards will be armed or unarmed. Ms. Edwards said unarmed. Mr. Linane-Booey asked if it is an option to have armed guards if there is an increased risk and need for armed guards. Ms. Edwards said it was possible although we requested in the contract for unarmed guards. Mr. Linane-Booey asked who could terminate this agreement – the Board or Mr. Chanse. Ms. Edwards answered Mr. Chanse could terminate this agreement. Mr. Kershner asked if we will know what the cost will be and if it will be incorporated in the budget. Ms. Edwards answered it will be in the budget for next year. Ms. Hemingway asked when the contract will begin. Ms. Edwards answered it will be in effect when the new locations open this year. Ms. Starkey moved to approve the motion. Mr. Kershner seconded the motion. The motion passed unanimously.

**13d.: Hillyard Library Recommendations – Andrew Chanse**

Mr. Chanse provided the background from the previous meeting on this item and highlighted what was discussed in the subcommittee with Ms. Hemingway and Mr. Kershner. We ask the Board to approve the Executive Director to enter into an agreement to facilitate the transfer of the Hillyard Library building to the City of Spokane and all related physical appurtenances on the condition of the transfer of legal title to the real property located at 906 W Main Avenue (Assessor's Tax Parcel No. 35183-0036), to the Library as more particularly described on attached Exhibit B ("Central Library Branch Property") and the ceasing of operations at the current Hillyard Library. Mr. Kershner mentioned NECC supported this idea as well. Ms. Starkey asked if there was a timing issue. Mr. Chanse said there are CARES dollars for this. They are also seeking donations from MultiCare and we have discussed the timeline with them. Mr. Kershner adds this is the recommended option. Mr. Kershner moved to approve the motion. Mr. Smith seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT**

The public had the option to email [trustee@spokanelibrary.org](mailto:trustee@spokanelibrary.org) with any comments and none were received.

**EXECUTIVE SESSION**

None

**NEXT REGULAR MEETING**

The next regular meeting will be Tuesday, August 17, 2021. Location will be at The Hive™.



**ADJOURNMENT**

The meeting adjourned at 5:39 pm.

Secretary \_\_\_\_\_

Chairman, Board of Trustees \_\_\_\_\_ Date \_\_\_\_\_